

## Sharing of Coaching Information

The focus of Coaching in NASA is to support executives and high potential managers in improving their ability to achieve the Agency's mission. The goal of coaching is performance enhancement, enabling executives and managers to be more effective in leading change, adapting to new roles, addressing challenges and facilitating their organizations toward creativity and the achievement of results. In order for individuals to get the most out of coaching they need to feel free to discuss the issues that may be impacting their effectiveness. All NASA coaches have been trained and have been advised that discretion is a key factor in ensuring the effectiveness of the coaching process. As a part of NASA coaching process however, the following individuals will have access to elements of your coaching information:

**Supervisor:** Because coaching's purpose is performance enhancement your supervisor plays a key role in helping to establish coaching goals and in providing feedback. Your Supervisor will likely participate in the development of your coaching agreement and support you in defining performance goals. You should provide updated information to your supervisor on the progress of these goals and when needed, the coach can support you in facilitating these discussions with your supervisor. If asked, NASA coaches may provide the supervisor with information on your progress toward achieving your goals however, all coaches have been instructed to recommend to the supervisor that you be present for these discussions. Coaches have also been instructed to provide only relevant information relating to performance goals and not the details of the coaching sessions.

**Coaching Point of Contact (POC):** Your Center CPOC will have access to your coaching agreement and key information needed to assess and approve extensions to your coaching agreement, to evaluate the effectiveness of the coach; and to guide and advise you when you have identified additional development needs such as training, organizational development support, or other Center resources needed to effectively implement your coaching plan. They will also have access to aggregated data compiled by the coaching contractor. This data will be collected from your mid-point, final and supervisor's evaluation. They will also have access to aggregated data compiled from the coaching engagements completed across NASA. NASA's Coaching Program Director may also have access to this information.

**Coaching Contractor:** NASA's coaching contractor has been given the responsibility of collecting all coaching evaluations and compiling data and statistics for NASA and Centers to evaluate the overall effectiveness of this program and the coach's performance. The Contract Program Manager and support staff will have access to your coaching information.

**Employee Relations and EEO:** In rare instances your Center Employee Relations or EEO Office may have access to your coaching information. Coaches are required to report any misconduct on the part of the employee. There also exists the possibility that a coach in the performance of their duty could become a potential witness in an EEO matter, a grievance, or a Merit System Protection Board case.

If you feel a need to discuss personal matters that you wish to keep confidential, please contact your CPOC who can refer you to the appropriate professional or service for that type of counseling such as the Employee Assistance Program (EAP). In instances, where the coach is also a licensed counseling professional they will have the obligation to report illegal activities to the appropriate officials.

I have read and understand the information provided above and wish to engage a NASA Coach:

Name \_\_\_\_\_ Date \_\_\_\_\_